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To: All HOPWA Project Sponsors  
From: Lisa Coffman, HOPWA Coordinator  
Date: June 7, 2002  
**Re: Procedural Changes/Policy Clarification**

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**Notice:** HOPWA 01-13

In order to implement IHFA Community Development programs more efficiently and effectively, we are instituting a number of procedural changes. The attached document outlines changes to procedures and provides clarification to some policies currently in place. We refer to project sponsors and award recipients interchangeably in the attached document. Changes are effective June 27, 2002, as indicated for each topic.

Should the new procedures create an undue hardship on your HOPWA program, we will entertain modification or waiver requests from project sponsors. Decisions regarding any such request will be made solely on the merit of the individual request.

We will hold a Community Development Procedural Changes Workshop on Wednesday, June 12, 2002 from 2:30 p.m. – 4:30 p.m. in the Indiana Government Center South – Auditorium located at 402 West Washington Street in Indianapolis. This workshop is primarily targeted towards Community Development Block Grants (CDBG) and HOME Investment Partnership Program (HOME) award recipients. HOPWA project sponsors are invited to attend, but are not required.

IHFA staff will provide clarification on the procedural changes during the HOPWA Start-Up Training on Thursday, July 11, 2002 from 10:00 a.m. – 4:00 p.m. at the Urban League in Indianapolis.

If you have any questions or concerns regarding any information in this memo, please do not hesitate to call me at (317) 233-1814 or (800) 872-0371 or contact via e-mail at [lcoffman@ihfa.state.in.us](mailto:lcoffman@ihfa.state.in.us).

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